



**Department of Energy**  
Germantown, MD 20874-1290

AUG 29 2006

MEMORANDUM TO: PROGRAM RECORDS OFFICIALS  
RECORDS LIAISON OFFICERS  
RECORDS MANAGEMENT FIELD OFFICERS  
ASSOCIATE CIO FOR BUSINESS AND  
INFORMATION MANAGEMENT, IM-10  
ASSOCIATE CIO FOR INFORMATION  
TECHNOLOGY REFORM, IM-20  
ASSOCIATE CIO FOR OPERATIONS, IM-40

FROM: SHARON A. EVELIN  
DEPARTMENTAL RECORDS OFFICER *Sharon Evelin*

SUBJECT: NUMBERED MEMORANDUM RM 06-46, REVIEW OF  
ELECTRONIC RECORDS MANAGEMENT MANUAL

Attached for your review and comment is a preliminary draft of a manual on electronic records management. The manual is based on regulatory requirements for e-records and recommended best practices. Prior to submitting the manual to REVCOM for Department-wide coordination, I ask that you review the draft and provide any comments or concerns to this office by September 13, 2006. Comments should be forwarded to Roxzanne Jones at [Roxzanne.Jones@hq.doe.gov](mailto:Roxzanne.Jones@hq.doe.gov). Questions may be directed to Marty Johnson at [Marty.Johnson@hq.doe.gov](mailto:Marty.Johnson@hq.doe.gov) or to me at [Sharon.Evelin@Hq.doe.gov](mailto:Sharon.Evelin@Hq.doe.gov).

Attachment

